



Public Works and Government Services Canada  
Travaux publics et Services gouvernementaux Canada

Fisheries and Oceans Canada  
Procurement Hub  
301 Bishop Drive  
Frederickton, New Brunswick  
E3C 2M6

## CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes y-jointes, les articles et les services énumérés dans les présentes et sur toute feuille d'annexe, au(x) prix indiqué(s).

The vendor hereby accepts this contract  
Le fournisseur accepte le présent contrat  
**JOSEE MAILLET**  
**SR ACCOUNT EXECUTIVE**  
Name (title of person authorized to sign (type or print))  
Nom et titre du signataire autorisé (capacité d'impression)  
Signature  
Date  
**April 30, 2019**

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Altis Professional  
102 Bank Street, Suite 302  
Ottawa, ON K1P 5N4  
Attn: Josée Maillet



PWGSC-TPSGC 9400-10 (02/97)

Contract No. - N° du Contrat :  
**F5211-190063**

PWGSC File No. - N° de référence des TPSGC	Page 1 of 16	
Date of Contract - Date du contrat	2019-04-30	
Contract No. - N° du contrat	F5211-190063	
Requisition No. - N° de la demande		
Order Office	Yr	Serial No.
Bureau demandeur	An	N° de série
FP811	19	
Financial Code(s) - Code(s) financier(s)	60185-541-120-4421-00000-6	
Duty - Droits		
Included		
F.O.B. - F.A.B.		
Destination		
Goods and Services Tax - Taxe sur les produits et services		
Excluded		
Destination	Fisheries and Oceans Canada 200 Kent Street Ottawa, ON K1A 0E6	
Inducers - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:	See Herein	
Address Inquiries to Adresser toute demande de renseignements à	Emmanuelle Porter Contracting Officer	
Telephone No. N° de téléphone	(506) 452-3518	Facsimile No. N° de télécopieur (506) 452-3676
Total est. cost - Coût total est.	\$107,325.00	For the Minister - Pour le Ministre <b>Apr 30, 2019</b>



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Canada

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**THS - SA**

**For the requirement of**

**Classifications Stream 5  
Sub-Stream 5.a – Auditor - Advanced**

**For the**

**Department of Fisheries and Oceans Canada  
Contract # F5211-190063**

Contracting Authority: Emmanuelle Porter  
Email: [Emmanuelle.porter@dfo-mpo.gc.ca](mailto:Emmanuelle.porter@dfo-mpo.gc.ca)



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## 6.1 Security Requirements

1. The Contractor/Offeree must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeree personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeree MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeree must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
5. The Contractor/Offeree must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans.

In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as Appendix "C-1", providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

2010B (2018-06-01) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to November 30, 2019, inclusive.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Emmanuelle Porter  
Title: Contracting Officer  
Department: Fisheries and Oceans Canada  
Directorate: Materiel & Procurement Services  
Address: 301 Bishop Drive, Fredericton, NB E3C 2M6  
Telephone: 506-478-7150  
Facsimile: 506-452-3676  
E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: Leslie Levita  
Title: Senior Director  
Organization: Fisheries and Oceans Canada  
Address: 200 Kent Street, Ottawa, ON, K1A 0E6  
Telephone: 613-993-4890  
E-mail address: [Leslie.Levita@dfo-mpo.gc.ca](mailto:Leslie.Levita@dfo-mpo.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative is:

Name: Ana Palomino  
Title: Director, Professional Services  
Organization: Altis Professional  
Address: 102 Bank St., Suite 302, Ottawa, ON, K1P 5N4  
Telephone: [REDACTED]  
Facsimile: 613-230-1623



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F5211-190063E-mail address: **6.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**6.7 Payment****6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm per diem price as specified in Annex "B – Basis of Payment" for an amount not to exceed **\$107,325.00**. Customs duties are and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.1 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.2 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

**6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$ \$107,325.00**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.



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3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.3 Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.7.4 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer  
Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

#### **6.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

#### **6.8 Invoicing Instructions**

##### **6.8.1 Payments will be made provided that:**

- 6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca)  
cc: [Valerie.Cherry@dfo-mpo.gc.ca](mailto:Valerie.Cherry@dfo-mpo.gc.ca)

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

##### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



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#### **6.11 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated April 17, 2019

#### **6.12 Procurement Ombudsman**

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

#### **6.13 Insurance G1005C (2016-01-28)**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### **6.14 SACC Manual Clauses – Termination on Thirty Days' Notice**

6.14.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

6.14.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.



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#### **6.15 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract



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## ANNEX "A" – STATEMENT OF WORK

### 1.0 TITLE

Auditor Advanced – THS SA - Sub-Stream 5A

### 2.0 OBJECTIVE

The Internal Audit Directorate (IAD) is seeking the services of an Internal Auditor Advanced to provide assistance to the Professional Practices Unit (PPU) in the development and implementation of the Quality Assurance Improvement Program (QAIP).

### 3.0 BACKGROUND

Fisheries and Oceans Canada's IAD supports the Deputy Minister in his role as accounting officer by contributing directly and proactively to improving risk management, control and governance. It provides independent, objective assurance and advisory services designed to add value and improve the Department's operations.

In order to contribute to the delivery of its commitments identified in Fisheries and Oceans Canada's Risk-Based Internal Audit Plan, the IAD has to establish an effective QAIP. The QAIP provides reasonable assurance to the various stakeholders of the IAD, that the audit teams perform its work in accordance with its charter, which is consistent with the Institute of Internal Auditors' International Professional Practices Framework and the TB Policy on Internal Audit, and the team operates effectively and efficiently and is perceived by stakeholders as adding value.

### 4.0 DESCRIPTION OF RESOURCE

#### Advanced Auditor – THS SA - Sub-Stream 5a

Manages the development and implementation of the QAIP by developing and leading quality reviews of audits projects as well as providing advice and suggestions for improvements to the audit procedures and processes. The Audit Manager will also participate in the conduct of an internal assessment of the internal audit function.

At the end of each phase of audit engagements, conducts the quality assurance and reports to audit project managers and the Senior Director of Internal Audit the results of the review. Resolves any issues with the audit team and provides an overall opinion on the quality of the audit projects to the Project Authority. Provides advice to the Project Authority on ways to improve audit methodology and Quality Assurance practices.

### 5.0 SCOPE OF WORK

#### 5.1 Stream 5A: Auditor – Advanced

Auditors maintain a wide variety of capabilities complimented by varying degrees of education and experience, related directly to financial, program or Information Management/Information Technology governance audit tasks. The auditor must be able to work under tight timelines and with sensitive data, possesses appropriate accounting skills and be able to communicate and interact with all levels within an organization. A strong commitment to quality, people, processes, policies and confidentiality is also required.



Audit tasks relate to the daily internal operations of the government's departments and agencies. These tasks require experience using audit tools and methodologies, strong accounting acumen, and require experience with government audit practices and procedures.

**Typical duties may include:**

- Providing advice and guidance to clients concerning audit initiatives (including audit principles, objectives and scope), and relevant audit policies
- Conducting research and consultations with other stakeholders to identify expectations
- Preparing and reviewing working papers as evidence for observations
- Developing processes to manage audit committee business, briefings, and materials
- Providing advice concerning accountability for projects within an audit context or framework
- Providing advice regarding effective audit and management practices
- Performing complex financial audits or coordinating financial audit activities
- Evaluating and reporting on the adequacy of departmental financial control practices
- Performing program review and program audit related tasks and functions
- Performing Information Management/Information Technology (IM/IT) governance audit tasks

## **5.2 TASKS**

The scope of the work will include, but not be limited to, the following:

1. Managing the development and implementation of the QAIP
2. Participate in the conduct of an internal assessment of the internal audit function;
3. Establish a framework for conducting Quality Assurance Reviews;
4. Conduct Quality Assurance reviews of audit projects according to Internal Auditing Standards;
5. Consolidate overall findings resulting from Quality Assurance reviews and debrief audit teams;
6. Provide advice and suggestions for improvements of the audit procedures and processes currently being used by IAD;
7. Assist in reviewing and updating the government documents, audit processes and manuals guiding the internal audit function; and,
8. Report progress on a bi-weekly basis to the Project Authority responsible for overseeing the assigned work.
9. Utilizing TeamMate to record work, prepare working papers and monitor the progress of Quality Assurance Reviews.
10. Recording time using the time reporting module in TeamMate
11. Using other tools and templates to conduct quality assurance reviews of internal audits and consulting engagements.



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### **5.3 APPROACH AND METHODOLOGY**

The work shall be conducted in accordance with DFO's Internal Audit Procedures Manual, Treasury Board Policy on Internal Audit and the International Standards for the Professional Practice of Internal Auditing.

### **5.4 METHOD OF ACCEPTANCE**

- The Contractor must return to the Project Authority all drafts (soft and hard copy), working papers, research material, and other materials produced in relation to the project.
- Deliverables must be in English in both hard copy (paper) and electronic format using a Microsoft platform. The Internal Audit Directorate will be responsible for translating the deliverables, as needed.

### **6.0 CLIENT SUPPORT**

The DFO is responsible for the following in support of the contract:

- Provision of suitable office space, when required, to attend meetings, consult and review documentation with the Project Authority and DFO staff.
- Provision of all required DFO referenced material for the conduct of the audit.
- Provision of computer equipment for access to relevant working paper materials kept electronically.

### **7.0 DELIVERABLES AND TIMELINES**

Deliverables and timelines will be discussed/decided by the Director, Professional Practices.

### **8.0 LEVEL OF EFFORT**

The level of effort required of the Internal Audit Manager is estimated at 100 days over the course of the period, approximately 5 days per week. It is estimated that the work will begin on April 15, 2019 and end on August 31, 2019.

### **9.0 WORK LOCATION**

The location where the work is conducted is at the DFO Facility located at 300 Laurier Avenue West, Ottawa, Ontario. The Contractor is expected to attend meetings, consult and review documentation with the Project Authority and Fisheries and Oceans Canada (DFO) staff, as required. The Project Authority will arrange suitable facilities at the Internal Audit Directorate (IAD) site, when required. The Internal Audit Directorate will also provide computer equipment only for access to relevant working paper materials kept electronically.

### **10.0 TRAVEL AND LIVING EXPENSES**

There are no travel requirements for this contract.



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## 11.0 LANGUAGE OF WORK

All requirements for completion of the project will be conducted in English.

The proposed resource must be fluent in English. Fluent is defined as Written, Verbal, and Comprehension at advanced level.

Legend	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>





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## ANNEX "B" BASIS OF PAYMENT

### A- Contract Period (From Contract Award to November 30, 2019)

The Contractor will be paid firm daily rate as follows, for work performed in accordance with the Contract.  
Customs duties are included and Applicable Taxes are extra.

Resource Category	All-Inclusive fixed Per-Diem Rate (A)	Volumetric Data* (estimated) (B)	Total C= (A*B)
5.a – Auditor Advanced Name: Rob Kazubinski			\$107,325.00

\*The inclusion of volumetric data in this document does not represent a commitment by Canada that  
Canada's future usage of the services described in the bid solicitation will be consistent with this data.



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## ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#34



Gouvernement  
du Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) <input type="checkbox"/>
	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Contract No. – N° du Contrat :  
F5211-190063

COMMON-PS-SRCL#34



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

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PART 1 (continued) / PARTIE 1 (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

10. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

PART 2: PERSONNEL (SUPPLIER) / PARTIE 2: PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SÉCRET	<input type="checkbox"/> TOP SECRET TRÈS SÉCRET
<input type="checkbox"/> TOP SECRET – SIGHT TRÈS SÉCRET – SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SÉCRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SÉCRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de la sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes

PART 3: SAFETY (SUPPLIER) / PARTIE 3: MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

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COMMON-PS-SRCL#34



Gouvernement  
du Canada

Gouvernement  
du Canada

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMMON TOP SECRET COMMUN TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Aspects Personnels / Données Personnelles																
Media / Supports d'Info																
Exchanges																

- 12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No /  
Non ☐ Yes /  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

- 12 b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No /  
Non ☐ Yes /  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

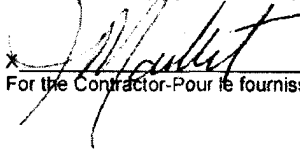
## PURCHASING OFFICE – BUREAU DES ACHATS

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans Canada  
200 Kent Street | 200 rue Kent  
Ottawa, ON K1A 0E6  
Email - courriel: [Jessica.pickard@dfo-mpo.gc.ca](mailto:Jessica.pickard@dfo-mpo.gc.ca)

## CONTRACT – CONTRAT

You are requested to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous vous demandons de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-jointe, au(x) prix indiqué(s).

  
For the Contractor-Pour le fournisseur

Comments: - Commentaries :

Altis Professional  
102 Bank St. Suite 302  
Ottawa, Ontario  
K1P 5N4

<b>Title – Sujet</b> Internal Audit Project Manager		<b>Date</b> May 13th 2019
<b>Contract No.</b> FP802-190045		
<b>Client Reference No. - No. de référence du client</b> FP811-190001		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b>  300 Laurier Ave. W Ottawa, Ontario		
<b>Invoicing</b> See herein — Voir ci-inclus		
<b>Address Inquiries to –</b> <b>Adresser toute demande de renseignements à</b> Jessica Pickard  <b>Email – courriel:</b> <a href="mailto:Jessica.pickard@dfo-mpo.gc.ca">Jessica.pickard@dfo-mpo.gc.ca</a>		
<b>Delivery Required –</b> <b>Livraison exigée</b> See herein — Voir ci-inclus		<b>Delivery Offered –</b> <b>Livraison proposée</b>
<b>Telephone No. – No. de téléphone</b> 343-548-5011		<b>Facsimile No. – No. de télécopieur</b>
<b>Total Estimated Cost - Coût total</b> <b>estimatif</b> \$ 97,725.18 Taxes Excluded		<b>Currency - Devise</b> CAD
<b>For the Minister – Pour le Ministre</b>  <b>Pickard, Jessica</b> Digitally signed by Pickard, Jessica Date: 2019.05.16 15:04:21 -04'00'		
		<b>Date</b>

Canada

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The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

## 1.0 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

## 2.0 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

## 3.0 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3.1 Subsection 12 of 2025 (2018-06-21), General Conditions - Higher Complexity - Services – Invoice submission, is amended as follows:

Delete: 2035 12 (2013-03-21) Invoice submission

Insert: Invoice submission

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@dfo-mpo.gc.ca. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. Note: Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. deduction for holdback, if applicable;
  - k. the extension of the totals, if applicable; and
  - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are

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zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.

4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract

#### 4.0 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### 5.0 Security Requirement

The following security requirement (SRCL and related clauses provided by the Contract Security Program apply and form part of the Contract:

Security Requirement for Canadian Supplier:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **secret** as required, granted or approved by CISD/PSPC
3. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C.
  2. Industrial Security Manual (Latest Edition)

The Company Security Officer (CSO) must ensure through the Contract Security Program that the Contractor and proposed individuals hold a valid security clearance at the required level.

#### 6.0 Term of Contract

##### 6.1 Period of the Contract

The period of the Contract is from date of Contract to October 31<sup>st</sup> 2019 inclusive.

##### 6.2 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

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In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 7.0 Authorities

### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jessica Pickard

Title: Senior Contracting Officer

Department: Fisheries and Oceans Canada

Address: 200 Kent St. Ottawa, Ontario

Telephone: 343-548-5011

E-mail address: [Jessica.Pickard@dfo-mpo.gc.ca](mailto:Jessica.Pickard@dfo-mpo.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.2 Project Authority

The Project Authority for the Contract is:

Name: Leslie Levita

Title: Senior Director, Internal Audit

Organization: Fisheries and Oceans Canada

Address: 300 Laurier Ave. W.

Telephone: 613-993-4890

E-mail address: [Leslie.Levita@dfo-mpo.gc.ca](mailto:Leslie.Levita@dfo-mpo.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.3 Contractor's Representative

The Contractors Representative for the Contract is:

Name: Ana Palomino

Title: Director, Professional Services

Organization: Altis Professional

Address: 102 Bank Street

Telephone: 613-230-5350

E-mail address: [REDACTED]

## 8.0 Payment

### 8.1 Basis of Payment

#### 8.1.1 Limitation of Expenditures



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The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$97,725.18. Customs duty are included and Applicable Taxes are extra.

### **8.1.2 Canada's Total Liability**

- A. Canada's total liability to the Contractor under the Contract must not exceed \$97,725.18. Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
1. when it is 75 percent committed, or
  2. four (4) months before the Contract expiry date, or
  3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **8.1.3 Method of Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **8.1.4 Electronic Payment of Invoices - Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

- a. MasterCard Acquisition Card;
- b. Direct Deposit

### **8.2 Discretionary Audit**

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C0705C (2010-01-11), Discretionary Audit

### **8.3 Time Verification**

C0711C (2008-05-12), Time Verification

### **8.4 Invoicing Instructions**

The contractor must submit invoices in accordance with Subsection 3.1 entitled "invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca) and provides the required information as stated in subsection 3.1 above.

### **8.5 Certifications and Additional Information**

#### **8.5.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **8.6 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### **8.7 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List; and
- (f) the Contractor's bid dated May 3<sup>rd</sup> 2019

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## ANNEX A, STATEMENT OF WORK

### 1.0 TITLE

Internal Audit Project Manager

### 2.0 OBJECTIVE

Fisheries and Oceans Canada's Internal Audit Directorate (IAD) requires the services of Project Manager with experience in managing internal audit engagements and a sound understanding of the Treasury Board Policy on Internal Audit.

### 3.0 BACKGROUND

Fisheries and Oceans Canada's IAD supports the Deputy Minister in his role as accounting officer by contributing directly and proactively to improving risk management, control and governance. It provides independent, objective assurance and advisory services designed to add value and improve the Department's operations.

Due to a number of staff on leave for various lengths of time, the Directorate is currently short a Project Manager to assist in completing the audit engagements identified in the multi-year Risk-based Audit Plan.

### 4.0 DESCRIPTION OF RESOURCE CATEGORY

#### 4.1 Project Manager/Leader

Manages the project team during the planning, implementation and reporting phases of the audit Work. Ensures that resources are made available and that the project is developed and is fully implemented within agreed time, cost and performance parameters of the Contract. Determines budgetary requirements, the composition, roles and responsibilities and deadlines for the project team. Defines and documents the objectives and scope for the project. Identifies problems impeding successful completion of the project and proposes, develops and implements significantly new or modified audit approaches to solve them. Reports progress of the project to the Project Authority on an ongoing basis and at scheduled points in the life cycle. Meets with auditee management to outline audit objectives and approaches, to gather key perspectives, and to present audit observations and recommendations. Prepares plans, charts, tables and diagrams to assist in presenting or displaying observations and recommendations.

### 5.0 SCOPE OF SERVICES

The Internal Audit Directorate (IAD) is seeking the services of a Project Manager with a sound understanding of Internal Audit policies and standards to lead and conduct an internal audit engagement. The estimated level of effort will be approximately 5 days per week, for an estimated 667 hours of work.

### 6.0 TASKS

The Project Manager will be expected to perform, but will not be limited to the following tasks:

- Managing internal audits (assurance, compliance, management practices, internal controls, operational, and value-for-money) of varied subject matter, scope and complexity.
- Acting as the primary point of contact for the Departmental client(s) throughout the planning, conduct and reporting phases of the internal audit engagement.
- Mentoring, developing and training internal audit staff.

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- Developing internal audit and assurance methodologies consistent with Government of Canada internal audit standards.
- Providing advice and guidance to, as well as conducting consultations with Departmental clients regarding internal audit services and identify expectations
- Preparing and reviewing working internal audit working papers and ensure evidence gathered is sufficient to conclude on audit criterion and audit objectives.
- Supporting staffing processes, including the preparation and evaluation of supporting documentation.
- Supporting as needed in the financial and human resources management of the Internal Audit Directorate (IAD), including planning and oversight.
- Providing advice to the Chief Audit Executive (CAE) regarding IAD project accountability as well as the effectiveness of IAD management practices.
- Participating as needed at quarterly Departmental Audit Committee (DAC) meetings.
- Overseeing and preparing reporting documents for senior Departmental management as well as external assurance providers such as the Office of the Comptroller General of Canada, the Office of the Auditor General, etc.

## **7.0 CLIENT SUPPORT**

- Provide access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.
- Provide access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.).
- Provide access to a staff member who will be available to coordinate activities.
- Provide comments on draft reports within five (5) working days.
- Provide other assistance or support as deemed necessary and agreed upon by the Project Authority and the Contractor.

## **8.0 DELIVERABLES**

- HR / training / staffing plan (Oct 31/19)
- Consultation deck to IA clients (Oct 31/19)
- Audit report guidance (Oct 31/19)

## **9.0 CONTRACT PERIOD**

Contract Award to October 31st 2019

## **10.0 OFFICIAL LANGUAGES**

The contractor must demonstrate the ability to provide services and reports and documentation in either English or French as required. The expected level of ability would be demonstrated by meeting, at a minimum, the Intermediate level indicated in the chart below:

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Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and,</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and,</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and,</li> <li>provide factual descriptions and explanations.</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and,</li> <li>distinguish main from subsidiary ideas.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	A person reading at this level can: <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and,</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	A person writing at this level can: <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>

## 11.0 WORK LOCATION

Work may will take place primarily at 300 Laurier Avenue West as well as the National Headquarters Offices at 200 Kent Street, Ottawa, Ontario.

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**ANNEX B, BASIS OF PAYMENT**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

**1.0 Professional Fees**

The Contractor will be paid all inclusive fixed time rates as follows:

	STREAM # <i>Internal Audit</i>	QUOTED ALL- INCLUSIVE PER DIEM RATE (in Cdn \$)	LoE (where applicable)	Total (in Cdn \$)
	Resource Name	A	B	C= A x B
<b>1</b>	<b>Period 1 – Contract Award – October 31<sup>st</sup> 2019</b>			
1a	Project Manager/Leader Resource: Anne Weldon- Lacroix			\$97,725.18

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.

**Total Estimated Cost of Professional Fees: \$ 97,725.18**

**2.0 Cost Reimbursable Expenses**

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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## ANNEX C, SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#34



Government  
of Canada

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du Canada

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### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

#### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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<b>PART A / (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Aspects																
Personnel / Services																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

APR 09 2019

Leslie Levita

Leslie

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

guay,  
christian

Digitally signed by  
guay, christian  
Date: 2019.04.17  
11:29:05 -04'00'

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non ☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Pickard,  
Jessica

Digitally signed by  
Pickard, Jessica  
Date: 2019.05.16  
12:31:08 -04'00'

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Saumur, Jacques O

Digitally signed by Saumur, Jacques O  
DN: cn=J.O. Saumur, o=PGSC, email=j.o.saurm@pgsc.gc.ca  
Date: 2017.03.03 13:24:47 -0500

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Jacques Saumur

Contract Security Officer

Contracts Security Division (Division des contrats sécurité /

Contract Security Program) (Programme de sécurité des contrats /

Public Services and Procurement Canada) (Services publics et Approvisionnement Canada)

Jacques.Saumur@pgsc-pwgsc.gc.ca

Telephone | Téléphone 813-948-1732

Facsimile | Télécopieur 813-948-1712

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Canada



Public Works and Government Services Canada  
Travaux publics et Services gouvernementaux Canada

Fisheries and Oceans Canada  
Procurement Hub  
301 Bishop Drive  
Fredericton, New Brunswick  
E3C 2M6

## CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract  
Le fournisseur accepte le présent contrat

JOSE MAILLET

SR ACCOUNT EXECUTIVE

Name, title of person authorized to sign (type or print)

Nom et titre du signataire autorisé (caractère d'impression)

Date

JOSE MAILLET  
2019

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Altis Professional  
102 Bank Street, 2nd Floor  
Ottawa, ON K1P 5N4

Attn: Josee Maillet

Canada

PWGSC-TPSGC 9400-10 (02/97)

PWGSC File No. - N° de référence des TPSGC		Page 1 of 13
Date of Contract - Date du contrat 2019-06-07		
Contract No. - N° du contrat FS211-190078		
Requisition No. - N° de la demande Order Office Bureau demandeur FP894	Yr An 19	Serial No. N° de série
Financial Code(s) - Code(s) financier(s) 6H310-321-120-4421-8P210-6		
Duty - Droits Included		
F.O.B. - F.A.B. Destination		
Goods and Services Tax - Taxe sur les produits et services Excluded		
Destination Fisheries and Oceans Canada Aquatic Ecosystems Sector 200 Kent Street Ottawa, ON K1A 0E6		
Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: See Herein		
Address Inquiries to: Addresser toute demande de renseignements à: Marin McLeod Contracting Officer		
Telephone No. N° de téléphone (506) 461-3743	Facsimile No. N° de télécopieur (506) 452-3676	
Total est. cost - Coût total est. \$86,616.00		For the Minister - Pour le Ministre <i>[Signature]</i>



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Contract No. :  
F5211-190078

## 6.1 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of **secret**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC)
2. This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of PSPC
3. The Contractor/Offeror personnel requiring access to protected/classified information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY status, confidential** or **secret** as required, granted or approved by CISD/PSPC
4. The Contractor/Offeror must not remove any protected/classified information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction
5. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PSPC
6. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex "C"
  2. Industrial Security Manual (Latest Edition)

To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans.

## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

2010B (2018-06-01) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2020, inclusive.

Fisheries and Oceans  
Canada Pêches et Océans  
CanadaContract No. :  
F5211-190078**6.5 Authorities****6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marin McLeod  
 Title: Contracting Officer  
 Department: Fisheries and Oceans Canada  
 Directorate: Materiel & Procurement Services  
 Address: 301 Bishop Drive, Fredericton, NB E3C 2M6  
 Telephone: 506-461-3743  
 Facsimile: 506-452-3676  
 E-mail address: [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: Jonathan Hill  
 Title: Manager, Marine Environmental Quality  
 Organization: Fisheries and Oceans Canada  
 Address: 200 Kent Street  
 Telephone: 343-999-4921  
 E-mail address: [Jonathan.Hill@dfo-mpo.gc.ca](mailto:Jonathan.Hill@dfo-mpo.gc.ca)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**6.5.3 Contractor's Representative**

Name: Josee Maillet  
 Organization: Altis Professional Recruitment  
 Address: 102 Bank Street, 2<sup>nd</sup> Floor, Ottawa, ON, K1P 5N4  
 Telephone: 613-230-5350  
 E-mail address: [REDACTED]

**6.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.



Fisheries and Oceans  
Canada

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## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid firm daily rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Resource Category	Firm Daily Rates
5.f – Policy - Intermediate  Name: Sabrina Barker	

Total Estimated Cost: \$86,616.00

6.7.1.1 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$86,616.00. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



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### **6.7.3 Method of Payment - Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **6.7.4 SACC Manual Clauses**

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

### **6.7.5 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

## **6.8 Invoicing Instructions**

### **6.8.1 Payments will be made provided that:**

- 6.8.1.1** The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca  
cc: Yvon.Duhaime@dfo-mpo.gc.ca

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



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## 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's bid dated May 24, 2019.

## 6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## 6.13 Insurance G1005C (2016-01-28)

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 6.14 SACC Manual Clauses

SACC Manual clause A0072C (2008-12-12) Termination on Thirty Days Notice  
SACC Manual clause A3015C (2014-06-26), Certifications - Contract  
SACC Manual clause A9068C (2010-01-11), Government Site Regulations  
SACC Manual clause B9028C (2007-05-25), Access to Facilities and Equipment

## 6.15 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and





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- 
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
  - 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

s.20(1)(b)

s.20(1)(c)



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## ANNEX "A" - STATEMENT OF WORK

### 1.0 SCOPE

#### 1.1 Title

Policy and Advisory Services – Stream 5f – Policy – Intermediate – Bilingual

#### 1.2 Introduction

The work will be undertaken on-site, in the assigned office at 200 Kent Street, Ottawa.

Anticipated level of effort is [REDACTED]. The policy officer will be:

1. Assisting in the preparation of documents on current and emerging issues, including briefing materials, position papers, speaking points and policy research, etc.;
2. Tracking, monitoring and documenting issues related to specific policies;
3. Analyzing ongoing policy initiatives and data;
4. Assisting in policy review.

#### 1.3 Objectives of the Requirements

With increasing priorities and limited human resources, the Marine Environmental Quality team in the Oceans Management Branch is looking for Temporary Help Services to help with the workload.

#### 1.4 Background, Assumptions and Specific Scope of the Requirement

The Marine Environmental Quality (MEQ) team under Oceans Management Program in Aquatic Ecosystems, Fisheries and Oceans Canada (DFO) works on the management of priority ecosystem stressors in the marine environment. The team's initial focus is to develop at least one non-regulatory or regulatory measure on underwater marine noise and an Oceans Noise Strategy for Canada by 2021-22. In parallel, the program is also developing an updated policy framework with authority under the Oceans Act.

### 2.0 Requirements

#### 2.1 Activities

Examples of work required include the following:

Task	Deliverables
Coordinate program reporting	<ul style="list-style-type: none"><li>• Gather and review input and updates from regional teams for monthly Oceans Protection Plan reporting;</li><li>• Monitor, analyze and summarize ongoing MEQ initiatives;</li><li>• Coordinate approval process;</li><li>• Act as liaison with Oceans Protection Plan secretariat.</li></ul>
Coordinate MEQ working group teleconference calls and workshops	<ul style="list-style-type: none"><li>• Preparing meeting material;</li><li>• Prepare meeting reports;</li><li>• Coordinate contracts for facilitator, venue and audio visual;</li><li>• Plan and organise MEQ meetings and workshops, including logistical considerations.</li></ul>
Support work on program development and commitments	<ul style="list-style-type: none"><li>• Assist in policy review including the development of a policy framework for the MEQ program;</li><li>• Conduct background research, including the collection and analysis of information;</li><li>• Support leads on various tasks.</li></ul>



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Assist communication  
work

- Coordinate communications with regions and partners;
- Assist in preparation of briefing material, reports and presentations.

## **2.2 Specifications and Standards**

The work must be in accordance with federal and departmental standards for preparation of correspondence and presentations.

## **2.3 Technical, Operational and Organizational Environment**

Federal government department in a standard office environment.

## **2.4 Project Management Control Procedures**

The individuals identified in the proposal as the Project Authority shall be in regular contact with the resource and organize meetings as needed to ensure work is prepared on time and is of an acceptable quality.

## **2.5 Change Management Procedures**

Any changes to the scope or the project will be handled through discussions and mutual agreement with the contractor and the Project Authority.

# **3.0 Other Terms and Conditions of the SOW**

## **3.1 DFO Support**

DFO will provide:

- Government and departmental policies and reports, studies, etc., as needed;
- a workstation with a computer and associated equipment (e.g., Access software), and a telephone;
- access to a staff translation services;

## **3.2 Contractor's Obligations**

The resource must complete the deliverables as assigned, to the extent that is feasible in the given time period (recognizing that some limitations will be imposed by the work load of colleagues). The Project Authority shall work with the resource to ensure that the resource's work can proceed as smoothly as possible, and also that adjustments in work items are timelines are made as necessary to accommodate work place realities that are outside the control of the resource. The resource shall maintain regular communications with the Project Authority(ies) for the purposes of the completion of this work.

## **3.3 Location of Work, Work Site and Delivery Point**

The work is expected to be completed in the assigned office at 200 Kent Street, so that the resource will be available for meetings as needed and will have access to the resources outlined above. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative(s) and other departmental personnel.

## **3.4 Language of Work**

English and French at the Intermediate level. Document translation is the responsibility of DFO.



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Legend	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>

### 3.5 Travel and Living

Travel and Living costs will not be considered.



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## ANNEX "B" SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#20



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO SECRET <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC THIS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		THIS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Fisheries and Oceans Canada  
Pêches et Océans Canada

## PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein).

### SUPPLIER - FOURNISSEUR

ALTIS HUMAN RESOURCES (OTTAWA) INC.  
102 BANK STREET, SUITE 300  
4TH FLOOR  
OTTAWA, ON K1P 5N4  
Canada

### ISSUED BY - PRÉPARÉ PAR

Ecosystems and Fisheries Management  
200 KENT ST. STN. 13N159  
OTTAWA, ON K1A 0E6

Tel: 613 617-3765  
E-mail: ANNE.BOULANGER@DFO-MPO.GC.CA

## COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté") représenté par le Ministre des Pêches et Océans Canada (ci-après appelé "Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

### IMPORTANT

The Contract No. must appear on invoices, B/L, packing lists, correspondence and outside containers.  
Le No. de contrat doit être indiqué sur les factures, les connaissements, les listes d'emballage, la correspondance et à l'extérieur des contenants.

Contract No./ No. de contrat.	FP858-190019
Amend. No./No. de modif	0

Contract Award Date/ Date d'octroi de contrat	16-JUL-2019
--	-------------

Address Enquiries to - Adresser toute demande à

Tel:  
E-mail:

This purchase document references Standing Offer Agreement Number /

Ce document d'achat fait référence à un numéro d'entente d'offre à commandes 47419-174847/001/ZG

SHIP TO/ EXPÉDIER À: FP858	BILL TO/ FACTURER À: DFO.invoicing-facturation.MPO@canada.ca
Ecosystems and Fisheries Management 200 KENT ST. STN. 13N159 OTTAWA, ON K1A 0E6 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON, NB E3B 5G4 Canada  Attn: BOULANGER, ANNE

Departmental Financial Codes - Codes financiers ministériel 62590-480-120-4403-9FMSI-6		Freight Terms - Conditions pour les frais de transport	
FOB - FAR		Contract End Date - Date de fin du contrat	
PST No. - N° de TVP Exemption	HST/GST - TPS / TVH	Estimated Total Cost - Prix total prévu 8,500.00 CAD (Tax est included) / Taxes est inclus	
	EXTRA		

Continued/ suite...

Canada





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Pêches et Océans Canada

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**PURCHASE ORDER**  
(Continuation sheet)

**COMMANDE D'ACHAT**  
(suite)

<b>P.O. No. - N° de commande</b>	FP858-190019
<b>Amend. No. - N° de modif.</b>	0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de fournir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	Unit U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
1	Communications Specialist resource required for the execution of the EFMSI Communications Strategy	31-MAR-20	8500	EA /CH-EACH/C HACUN	1.00	8,500.00

Canada



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

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**PURCHASE ORDER**  
(Continuation sheet)

**COMMANDE D'ACHAT**  
(suite)

P.O. No. - N° de commande	FP858-190019
Amend. No. - N° de modif.	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tels que décrits dans cette demande, incluant:

Continued/ suite .

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature 	Witness - Témoin 	Date July 18/19
Print or type - Imprimer ou dactylographier JOSÉE MAILLET	Position title - Titre du poste SR. ACCOUNT EXECUTIVE	
Signature	Witness - Témoin	Date
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MINISTRE		
Signature 	Position title - Titre du poste Director, EMSI	Date July 17/19
Print or type - Imprimer ou dactylographier		

Canada



Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

## Call-up Against a Standing Offer

### Commande subséquente à une offre à commandes

**To the supplier:** The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

**Au fournisseur:** L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

**Security:** The call-up includes security provisions.

**Sécurité :** La demande comprend des exigences en matière de sécurité.



NO  
NON



YES  
OUI

If YES, attach a SRCL to the call-up  
Si OUI, joindre une LVERS à la demande

Ship to - Expédier à

Anne Boulanger  
Fisheries and Oceans Canada  
200 Kent Street, Station 13N173  
Ottawa, Ontario

FP858

K1A 0E6

Supplier - Fournisseur

ALTIS  
102 Bank Street,  
Suite 302  
Ottawa ON  
K1P 5N4

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :



The detailed instructions in the standing offer  
Les instructions détaillées dans l'offre à commandes



The address shown in the "Ship to" block  
L'adresse indiquée dans la case « Expédier à »



Special instructions below  
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Financial Code(s) - Code financier(s)

62590-480-120-4802-9FMSI-6

Standing Offer No. - N° de l'offre à commandes

47419-174847/001/ZG

Requisition No. - N° de demande

Order. Off. - Bur. dem. YY - AA Serial No. - N° de série

FP858

19

0024

Client Reference No. (optional)

N° de référence du client (facultatif)

FP858-190024

The representative of the Identified User signing the call-up form must indicate his or her physical address. This address will constitute the address most connected with the supply and will determine, where applicable, the place of supply for this procurement.  
Le représentant de l'utilisateur désigné qui signe le formulaire de commande subséquente doit indiquer son adresse municipale, qui constituera l'adresse la plus associée à l'approvisionnement et qui déterminera, le cas échéant, le lieu d'approvisionnement pour cette commande.

Matt Bartley, Fisheries and Oceans Canada, 200 Kent Street, Station 14W102, Ottawa, ON, K1A 0E6

Amendment No.  
N° de modification

Previous Value (\$)  
Valeur précédente (\$)

Value of increase or decrease (\$)  
Valeur de l'augmentation ou diminution (\$)  
40,000.00

Total estimated expenditures or revised  
Total des dépenses estimatives ou révisées  
40,000.00

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	Extended Price Prix calculé (\$)
1	Communications Specialist resource	ea	1	40000.00	40,000.00

Special Instructions - Instructions particulières

Total 40,000.00

For further information, call - Pour renseignements supplémentaires, contacter

Name - Nom

Anne Boulanger

Telephone No. - N° de téléphone

(613) 617-3765

Delivery required by - Livraison requise le  
(YYYY-MM-DD) (AAAA-MM-JJ)

2019-08-08

For internal purposes only - Pour usage interne seulement

Approved for the Minister - Approuvé pour le Ministre

Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.  
En vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques, des fonds sont disponibles.

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Canada

PWGSC-TPSGC 942 (01/2014)